

DDA Registry
File Security - 5
DDA 74-4195

OCT 1974

MEMORANDUM FOR: Chief, CIA Operations Center

SUBJECT : The Chiefs of State Publication

REFERENCE : Note to the DDA from Chief, CIA Operations Center
dated 4 October 1974

Vince:

1. While I am pleased with your obvious continued interest in reducing paper costs as is reflected in your note, I believe that the Chiefs of State publication to which you refer is an inappropriate target.

2. I have attached some data provided by CRS concerning this particular publication, and I believe you will agree that a reduction in either its frequency or distribution would not be advisable.

1/3/John F. Blake

John F. Blake
Deputy Director
for
Administration

Attachment
Paper entitled "Chiefs of State
and Cabinet Members Of Foreign
Governments"

AT AC-DDA: :ydc (24 Oct 74)

Distribution:

- Original - Addressee
- 1 - DDA Subject w/Att (+ referenced note)
- 1 - DDA Chrono
- 1 - HGB Chrono

Chiefs of State and Cabinet Members
Of Foreign Governments

1. Background--The Chiefs of State (COS) originated as a quarterly publication in the Department of State in 1948. The Department had considerable trouble meeting the quarterly publication requirement and during the period 1948 through 1961, COS was published irregularly. In 1961, the State biographic program was transferred to CIA. Some time thereafter a customer survey of biographic requirements was made and COS was identified as one of the most useful biographic publications. Customers also stated that COS would be of more value if it were issued on a monthly rather than quarterly basis. The Biographic Register, working with OCR's Machine Division, developed a publication technique using EAM equipment and photographic reduction that enabled the publication to be published on a monthly basis. Since that time the publication, with few exceptions, has been published monthly. New computer techniques were introduced in 1970. Most users while satisfied with the monthly publication, have periodically complained that in some instances the data are out of date before the publication is received on their desks.

2. Distribution--COS is the most popular of the publications issued by CRS in its reference aid series. It is distributed in 2,170 copies of which 842 are for CIA offices. The White House, at its request, receives 48 copies. The publication is also distributed to the US academic community through the Library of Congress' Document Expediting Project (DOCEX). DOCEX reports that it is one of the most popular of the unclassified CIA publications released through the Project. (A current distribution list for COS is attached.)

3. Use--There is no commercial version of this type of directory. Because of this, COS is a valuable reference aid for desk analysts, libraries, and governmental offices that have considerable contact with foreign cabinet officers or departments. It's main value lies in its quick identification capability of who is in a particular foreign position as well as the official titles of foreign departments or bureaus responsible for specific governmental functions. Because this is its main use it is highly important that the information be current and accurate.

4. Cost--An estimated 40 manhours are expended in ISG each month in updating the computer printouts for the publication. PSD costs to print each monthly issuance are approximately \$1,500 (\$1,000 for labor and \$500 for materials). PSD costs to print bi-monthly would be approximately \$2,000 (labor costs would increase to \$1,500 to process twice as many revisions).

Annual savings that would accrue to the Agency if COS were published bi-monthly are \$6,000. This is a minimal savings when you consider that the data would not be as current.

An estimated 200 entries are revised or corrected each month. (For the September 1974 publication, 211 entries were revised, i.e., approximately 5% of the estimated 5,000 total entries.) Most of the changes--90% to 95%--result from government changes, i.e., changes in the chief of state or head of government and cabinet shuffles. The remaining changes are corrections to previous listings. The rate of government changes worldwide is difficult to project. In West Europe, for example, 10 of the 16 governments have undergone major changes in 1974. Obviously, the less frequently the publication is issued, the less useful it will be to users.

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<u>8</u>	Council for Environment Quality 722 Jackson Pl. N. W. Wash. D. C.	<u>6</u>	AID/DM/ARC, Rm. 1656 State Dept.
<u>1</u>	FAA/Office of International Aviation Affairs, Dept. of Transportation Room 1024C 800 Independence Ave. S. W. Attn: Lt. Col Wm. Hamm	<u>9</u>	Drug Enforcement Admin. International Intell. Div. 1405 I St. N. W. Washington D.C. STOP 349B
<u>1</u>	National Academy of Sciences 2101 Constitution Ave. N. W. Washington, D. C. 20418	<u>9</u>	Interior, Dept. of Room 7259, Off. of Intern' Activities. Interior Bldg.
<u>6</u>	Secret Service, Attention: Liaison Division, 1800 G. St. N. W. Wash. D. C. Rm. 812	<u>2</u>	Environmental Protection Agency, Rm. 3242 Waterside Mall 401 M. St. S. W. Wash.D.C. Attn: Mr. Jack Tarran
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<u>1</u>	NIH/Clinical Center, Bldg. 10 Bethesda, Md. 1N242 Attn: Mrs. Calley	<u>1</u>	Federal Energy Administra- tion, Room 145 D/Energy Research & Development Office Old Executive Office Bldg. 20500
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<u>5</u>	HEW/Institute of International Studies, Room 3082, Regional Office Bldg. Attn: Miss Alys Kiry 7th & D. St. S. W. Wash. D.C.	<u>4</u>	Senate Foreign Relations Committee, New Senate Office Bldg. Room 4229 Attn: David Evans 1st & Constitution Ave.
<u>15</u>	Commerce, Dept. of Room 1617M, Wash. D. C. Main Commerce Bldg Attn: Harold Allen/EI&S	<u>1</u>	Inter American Defense Board 2600 16th St. N. W. Room 311 Wash. D. C. 20441
<u>2</u>	Transportation, Dept. of 6th & D. St. Room 10402 Attn: W. R. Peiper	<u>2</u>	National Science Foundatio 1800 G. St. N.W. Rm. 613 Wash. D. C. Attn: Dr. Bartocha
<u>2</u>	HUD, Room 4136 451 - 7th St. S. W. Wash.D.C. Attn: Mrs. Lillie M. Wollock SF	<u>2</u>	Interior Department Room 556 - Bureau of Fisheries & Wild Life (SE) 1717 H. St. N. W. Wash.D.C.
<u>4</u>	Treasury Department Room 4325 Main Treasury		
<u>1</u>	Army Library, TAGO, Room 1A522, Pentagon Attn: Mrs. Stephens		

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National Academy of Sciences
Office of the Foreign Sec'y Library
2101 Constitution Ave. N. W.
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Remarks: <p style="text-align: center;">Bob,</p> <p style="text-align: center;">This should be of use to you in answering the DDA's questions.</p> <p style="text-align: center;">Clare</p>			
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	COMMENT	FILE	RETURN
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Remarks:

Take a look at this particular publication, & see what you think.

☐ might like to give you some background info

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

8 OCT 1974

October 4, 1974

Dear Jack,

During the height of his campaign to reduce paper costs I brought to Harolds attention the attached which is printed monthly. I pointed out the obvious, especially the minor changes which occur from one month to the next, but I never heard from him. He may have thought this too tough a nut to crack--and it well might be. But if our country and this Agency are really trying to weather the current economic crisis could we not print this quarterly rather than monthly?



Chief, CIA Operations Center

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